



## **Job Title: ENVIRONMENTAL SPECIALIST II**

**Department /Office:** Hopi Environmental Protection Office

**Reports to Whom (title):** Director

**Salary / Hourly Range:** 25

**Job Classification Code:** 5650

**Level of Background Check:** 1B

**Status:** NON- EXEMPT

**Driving Required:** Yes, As Required

**PD Revised:** 08/26/2014

### **INTRODUCTION:**

This position is responsible for reviewing and as requested will monitor environmental conditions, assess environmental concerns and compliance of solid waste, underground storage tanks (UST), leaking underground storage tank (LUST); air quality, and pesticides in compliance with federal & tribal regulatory requirements on the Hopi Reservation

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Monitor environmental conditions on the Hopi lands as needed to ensure compliance with Tribal Environmental Codes/Ordinances, Quality Assurance Plans, and U.S. Environmental Protection Agency (USEPA) regulatory requirements.
2. Work with Hopi government officials/community representatives and local agencies to ensure awareness of environmental standards and compliance of both Tribal and Federal guidelines.
3. Verifies compliance standards are adhered to by all consultants, contractors, and construction businesses through the preparation, submission and approval of an Environmental Protection Plan (EPP) for work performed on Hopi.
4. Conduct public presentations, meetings and/or training opportunities to villages/community members, private businesses, tribal programs, and other agencies to enhance public awareness of health risks associated to environmental issues.
5. Prepare PowerPoint presentations, animated presentations, and develop educational materials (pamphlets, reading material, games, etc.) to help illustrate through visual illustrations for a better understanding of various environmental topics.
6. Assist with the preparation and submittal of grant proposals, develop contracts, budgets, and contractor RFP's as authorized by the HEPO Director, prepares and submits required quarterly and annual reports to the funding agency and performs tasks as specified in grant awards to the Hopi Tribe.
7. Performs other duties as assigned and authorized to achieve program goals and objectives.

### **PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, outside agency representatives, local village/community officials/management personal, and the general public. The purpose of these contacts is to coordinate efforts, provide assistance/advisement, exchange factual information and develop a network of services on environmental issues.

### **PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS:**

Work is sedentary and is performed in a standard office environment, which requires safety precautions typical of office/meeting rooms and working around office machines and equipment. Minimal work is performed in the field but when required physical exertion such as standing, walking over rough, recurring bending, crouching, and stooping. Some work will require the incumbent to wear protective clothing and gear on minimal occurrences. Some travel on and off the reservation but in the accompaniment of other program personnel.

### **MINIMUM QUALIFICATIONS:**

#### **1. Required Education, Training and Experience:**

- A. Education : Associates Degree in Natural Sciences, Environmental Science, Hydrology, Chemistry or related fields.

AND

- B. Training : Training in Underground Storage monitoring/extraction, 40 Hr. HAZWOPPER, or other related environmental trainings; or equivalent.

AND

- C. Experience: Two (2) years direct experience with and planning/development and management of approved grants and related work tasks; and budget management.

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

#### **2. Knowledge, Skills and Abilities:**

##### **A. Knowledge:**

- Working knowledge of operating some field instrument.
- Knowledge of collecting, analyzing and compiling scientific data/information.
- Knowledge of federal, state and tribal environmental protection compliance regulations/ordinances
- Working knowledge of Tribal, state, federal; and private grant application processes.

##### **B. Skills:**

- Excellent skill in writing and verbal communication, composing correspondence, proposals and conduct public presentations.
- Good skill in operating basic office equipment/machinery, computers, peripherals and applicable software programs, internet resources (i.e., database searches for technical/scientific/toxicology data, and educational materials).
- Skill in human/public relations.

C. Abilities:

- Ability to interpret and record from electronic and manual recording instruments
- Ability to read, comprehend and interpret technical material and instructions
- Ability to interpret, compile, organize and record technical data and information into database format
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to make presentations, prepare clear concise reports and develop grant proposals
- Ability to establish and maintain professional working relationships with staff and others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess valid Arizona Driver's License.
2. Complete/pass the Hopi Tribe's Defensive Driving Course.

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